



USAID
FROM THE AMERICAN PEOPLE

Issue Date: June 18, 2010
Closing Date: July 16, 2010
Closing Time: 5 pm Eastern Standard Time

Subject: Announcement of Applications for Participation in the Limited Excess Property Program

The United States Agency for International Development (USAID) Office of Development Partners seeks applications for participation in the Limited Excess Property Program (LEPP).

The Office of Development Partners (USAID/ODP) assumed responsibility for the Limited Excess Property Program (LEPP) effective August 2009. LEPP is now being opened to new participants for a trial period lasting until December 31, 2011. Applicants must be private voluntary organizations (PVOs) registered with USAID by the application deadline. Following the competitive application process, USAID intends to sign up to 25 transfer agreements with successful applicants. PVOs with currently active agreements under LEPP will also continue to participate in the program during the trial period.

Please note the closing date and time of this announcement is July 16, 2010 at 5 pm EST. Applications that are submitted late or are incomplete will not be considered in the review process. To ensure that complete applications have been received by the due date, we strongly recommend that applications be submitted in two ways: 1) Via email to LEPP@usaid.gov; and 2) Via hardcopy. Please also note the use of standard U.S. mail may not always ensure prompt delivery, so applicants may wish to have hard copies hand-delivered or use another means of delivery. Applications and modifications shall be submitted in envelopes with the name and address of the applicant and inscribed to:

(By U.S. Mail)
LEPP Program
USAID/ODP/PVC
Ronald Reagan International Trade Center (RRB)

1300 Pennsylvania Avenue, NW, Room 6.7-157
Washington, DC 20523
Email: LEPP@usaid.gov
Fax: (202) 712-0077

(By All Other Means of Delivery)

USAID

Attn: Mr. Craig Lamberton* (202-712-4747)
Ronald Reagan International Trade Center (RRB)
1300 Pennsylvania Avenue, NW, 14th Street Entrance
Washington, DC 20523

* Please use the guest phone at the USAID visitor desk.

Please note the following dates:

June 18, 2010	Release of Participation Announcement
July 16, 2010	Application Deadline
August 20, 2010	Notify Applicant and Transfer Agreement Signed

Issuance of this announcement does not constitute a commitment on the part of USAID to enter into agreements, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application.

Applications are submitted at the risk of the applicant; should circumstances prevent award of an agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution of USAID program announcement information is via the Internet. This announcement and any future amendments can be downloaded from the Agency Web Site at www.usaid.gov USAID Keyword: PVC. It is the responsibility of the recipient of the application document to ensure that it has been received from the INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Adherence to the guidelines will form the basis of the selection review process managed by USAID's Office of Development Partners (ODP). Questions regarding this announcement must be submitted in writing, no later than July 2, 2010, to LEPP@usaid.gov.

Applicants should retain for their records one copy of all enclosures which accompany their application.

Section I – Background

A. Program Objectives

1. Consistent with the Administrator's vision for expanded partnership, the Office of Development Partners (ODP) wishes to make the Limited Excess Property Program available to a broader pool of PVO participants.
2. In conjunction with the Administration's refocusing of USG development objectives, ODP also seeks to link LEPP more strategically with current Agency priorities.
3. During this trial period extending through December 31, 2011 the Agency will determine the future shape of the program and its management structure for 2012 and beyond.

B. Overview of ODP/PVC

Since 1976, the Private and Voluntary Cooperation Division (PVC) has offered opportunities for U.S. PVOs registered with USAID and local non-governmental organizations (LNGOs) to partner with USAID in the delivery of development and humanitarian assistance around the world.

Organizational and technical capacity building are incorporated as critical components of this assistance in order to strengthen partner organizations as development actors. In addition, PVC seeks to align PVO and LNGO activities closely with high priority Agency initiatives.

ODP/PVC manages USAID's PVO registration process for U.S. and international PVOs, which is required for PVO eligibility for direct grants from USAID. ODP/PVC also manages the Development Grants Program and the Cooperative Development Program, as well as the Small Project Assistance Program (SPA), which is an interagency agreement with the Peace Corps that enables USAID Missions to finance and collaborate with the Peace Corps on local level community activities.

C. Limited Excess Property Program Summary

The transfer of the function, delegations of authority and related operating expense and program budgets for the Limited Excess Property Program from the Office of Acquisitions and Assistance (O/AA) to the Office of Development Partners, Division of Private and Voluntary Cooperation (ODP/PVC) was effective in October 2009.

As authorized by Sections 607 and 608 of the Foreign Assistance Act of 1961, as amended, the LEPP coordinates access to USG excess property for use by private voluntary organizations (PVOs) in support of their overseas programs. Through LEPP, ODP/PVC monitors the availability of excess property at various government agencies such as the General Services Administration and the Department of Defense. This property may be obtained for use only by USAID Missions and registered PVOs in support of USAID financed or authorized recipient financed programs worldwide. ODP/PVC serves as the principal liaison for any property that is transferred from the U.S. Government to PVOs registered with USAID and is the primary contact for all USAID Washington offices, other federal agencies, foreign embassies in the U.S., registered PVOs, and donors of private property on matters relating to utilization of USG excess property in overseas development programs. ODP/PVC, through LEPP, works with those organizations, permitting not only access to the excess property, but ensuring all results and other reporting, use and other information and data requirements are met.

D. Requirements and Restrictions

In order to be reviewed, applications must adhere to the requirements and restrictions outlined here as well as to the guidelines specified in Section II.A. below.

1. Applicant Eligibility Requirements

- This competition is open only to PVOs registered with USAID by the Application Deadline. Information about the PVO registration process can be found on the ODP/PVC website: www.usaid.gov USAID Keyword Search: PVC.
- PVO proposals must follow the formatting guidelines provided below.

2. Program Requirements

- Programs for which the excess property will be used must be intended to further the efficient use of voluntary contributions for development, relief and rehabilitation.
- Programs must involve partnership(s) with local government, a nongovernmental organization (including affiliates), community partner, and/or other in-country organization.

Section II – Application Instructions

A. Preparation Guidelines

1. General Guidelines

All applications received by the Application Deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section III addresses the review process and selection criteria for the applications. Applications that are submitted late or are incomplete will not be considered in the review process.

The application should be prepared according to the guidelines set forth below. Applications must be submitted no later than the Application Deadline, to the location indicated.

Applications should be specific, complete and presented concisely. They should demonstrate the PVO's capabilities and expertise in the technical area in which the PVO is working (e.g., agriculture, health, education, etc.). The application will be judged and ranked in accordance with scoring based on the selection criteria found in Section III. Applicants are expected to review, understand, and comply with all aspects of this announcement.

Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the cover letter of this announcement, and (2) showing the time specified for receipt and the name and address of the applicant. Applicants should retain for their records one copy of the application and all enclosures which accompany their application.

Faxed applications will not be considered; however, applications may be modified by written or faxed notice, if that notice is received by the Application Deadline.

a) Private Information

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

(1) Mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an agreement is awarded to this applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting transfer agreement. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on pages (List Page #s); and

(2) Mark each page of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this page is subject to the restriction on the title page of this application.”

b) Questions

Any prospective applicant desiring explanation or interpretation of this announcement must email its request to LEPP@usaid.gov by July 2, 2010 to allow a reply to reach all prospective applicants before the submission of their applications. All responses will be posted on the ODP/PVC website at www.usaid.gov USAID Keyword: PVC under “What’s New?” Oral explanations or instructions given before award of an agreement will not be binding. Any information given to a prospective applicant concerning this announcement will be furnished promptly to all other prospective applicants as an amendment of this announcement, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

2. Formatting Guidelines

Applications must be typed legibly on standard letter-sized 8 ½ X 11” paper and conform to the format prescribed below:

- The body of the application is not to exceed 20 numbered pages.
- The text of the application should be single-spaced and cast in Times New Roman font, 12-point size.
- One original and three hardcopies of the entire application, including all attachments, must be submitted. The original should be printed on plain paper, single-sided, and unbound, so that it is “photocopy ready”. The three additional copies should be on plain paper, single-sided, and bound.
- One electronic copy of the application on a CD ROM should also be submitted along with the hardcopy versions.
- All documents should be in English. Foreign documents accompanied by an English translation are acceptable.
- The applicant shall sign the application and print or type his/her name on the Cover Page.
- Erasures or other changes must be initialed by the person signing the application.

B. Application Format

1. PVO Contact Information

Include a summary sheet with the following information:

- Organization Name
- Contact Person
- Address
- Telephone Number
- Email Address
- Program --- Limited Excess Property Program

2. Executive Summary (1 page maximum)

The executive summary is a concise summary of the program description and key components of the application.

3. Overview of the Applicant (1-2 pages)

The overview is meant to give the review committee an understanding of the PVO that will implement this program. Please bear in mind that not all reviewers will be familiar with every PVO and its capabilities. Briefly describe:

- Your organization's mission, goals, and objectives, and how they relate to Agency priorities such as food security, global climate change and global health and in particular, how they relate to the activities to be supported by LEPP.
- The major technical sectors in which the organization works and your history and major achievements working in the sector(s).

4. Program Description (10-12 pages)

a) Situational analysis and Rationale for participation in the Limited Excess Property Program: Describe the current socioeconomic conditions in each country or region where your organization is proposing to work; discuss factors likely to affect proposed program outcomes; and discuss the justification for providing support to your organization. Be sure to cite the source(s) for your data and include the following:

- Identify the country (ies) in which you are proposing to work. Discuss prior experience working with the host country government(s) or other NGO(s) in the countries where this program will operate.
- Describe those you intend to serve through the program. Include an analysis of their needs, as well as an estimated number by gender and age. Discuss how you estimated the number of participants and the techniques used to determine their needs (e.g., surveys, census data, and needs assessment). Please note, information on age and gender differentiation of the participants is essential.
- Discuss the comparative advantage of your organization in carrying out this work. Cite prior relevant experience and notable achievements using specific examples and data. Identify any opportunities for synergy or coordination with other programs, especially USAID-funded programs or those of local civil society or faith-based organizations, and discuss how the programs might work together and support one another.

b) Program Objectives: Describe the major objectives of the program.

- Identify and describe the objective(s) of the program and how the objective(s) relate to the needs of the program participants. Provide the program duration and timeframe.
- Describe linkages between your program and one or more of the following high priority Agency initiatives:
 - [The Global Health Initiative](#)
 - [The Feed the Future Initiative](#)

- [The Global Climate Change Initiative](#)
- Discuss how excess property under the LEPP would support or enhance the humanitarian relief and/or long-term development objectives of the program or that of your partner(s) in the countries you have proposed.

c) Partnership Details: Identify your proposed program partners and provide a rationale for the selection of these partners.

- Provide a description of the partner's (s') experience in the program. All partners must be listed and their role in the proposed program briefly discussed.
 - List your partners for this program, indicate whether each partner is an independent NGO or an affiliate of the applicant, and outline their legal status.
 - Discuss your organization's relationship with in-country implementing partners and state whether the partners are new or continuing. Cite the success you have had with your approach.
 - Discuss your partner's (s') involvement in developing this application.
 - Note whether you have a memorandum of understanding or other agreement with your host country partners.

d) Standards: We expect all LEPP participating PVOs and partners to adhere to best practices as set forth on InterAction's website at www.interaction.org/document/interactions-pvo-standards.

- Based on the activities in this proposal how does your organization ensure that it is abiding by PVO accepted "best practices"?

5. Program Management and Structure (3-5 pages)

This section provides an overview of the management of the proposed program. Please be sure to highlight those areas of program management, like receiving and property transfer that were not discussed under the Program Description section.

a) Organizational Structure:

- Discuss how the PVO headquarters will ensure effective support to the field of this program. Include the number of personnel that manage the LEPP both in the field and at the headquarters.

- Provide an organizational chart of the applicant PVO that clearly delineates the key personnel responsible for backstopping the program in the headquarters office and in the field.

b) Receiving and In-Country Transfer System:

- Identify if your organization has a physical presence in each country where the proposed program will operate. If the PVO does not have a physical presence in the country, then identify who is responsible for receiving the excess property.
- Describe the planned process for receiving the excess property, i.e., clearing customs, warehousing, transportation and transfer of goods to end user organization(s).
- Describe how your organization will monitor the excess property shipment from shipping dock to the final transfer. Include a discussion of the following elements: tracking, physical inspection, inventory control, on-site inspection, in-country accounting of transferred property, and participants' response.
- Cite any experiences concerning lost and/or stolen property and the steps taken to safeguard excess property during the transfer process.

c) Contingency and Security Planning: Natural and man-made disasters affect a substantial number of development programs at some time during the course of implementation. Briefly outline plans to prevent and mitigate the effects of security problems or other emergencies on your organization's staff and property to ensure the security and safety of program personnel.

C. Negotiation and Award

USAID may award one or more transfer agreements resulting from this announcement to the responsible applicant(s) whose application(s) conform to this announcement. USAID may (a) reject any or all applications or (b) waive informalities and minor irregularities in applications received.

USAID may award one or more transfer agreements on the basis of the initial applications received, without discussions. Therefore, each application should contain the applicant's best effort from a technical standpoint.

The applicant is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals

and organizations associated with terrorism. It is the legal responsibility of the applicant to ensure compliance with these Executive Orders and laws.

Faith-based and/or religiously affiliated PVOs are eligible to participate in USAID programs on the same basis as any other organization without regard to their religious character or affiliation. As previously stated, all applicants must be registered as PVOs by the application deadline. USAID may not discriminate for or against a program applicant on the basis of religious character or affiliation. For further details regarding this rule, please see http://www.usaid.gov/our_work/global_partnerships/fbc/rule.html and 22 CFR Part 205.

1. Requirements for Programs

a) USAID Responsibilities

USAID will be responsible for documenting any changes to the transfer agreement. The program manager(s) will provide approval of changes in the program description. Participating PVOs must request, in writing, approval to make changes in specific activities and countries set forth in the Transfer Agreement. Any deviation from the terms of the Transfer Agreement requires written authorization by the USAID program manager(s).

b) PVO Responsibilities

The selected PVOs will be responsible for implementing the program in accordance with USAID's terms and conditions as set forth in the Transfer Agreement. PVOs will be responsible for the following activities and documentation during the life of the program:

- Providing a statement to the USAID Excess Property Office (ODP/PVC) as to the planned end-use and end users of the property and the country (ies) of use each time that property is allocated to the organization.
- At the same time, preparing a Standard Form 122 – Transfer Order Excess Personal Property, (SF-122) for desired excess property and sending it to ODP/PVC for approval. After approval, ODP/PVC will send the SF-122 to GSA or DRMO for final approval. After approval of the SF-122, the PVO shall pick up the property on an “as is/where is” basis and transport it at its own expense from the holding area to the final destination overseas.
- Arranging the pick-up, repair/refurbishment (as necessary), export/import clearances, packing, and shipping of the excess property items to their final destination.

- Advising USAID in writing prior to any shipment overseas of what is to be shipped and the planned destination so that certification under Section 607 of the Foreign Assistance Act of 1961, as amended, can be obtained from the Mission/Embassy of the receiving country. This shall include an inspection certificate acceptable to ODP/PVC prior to the overseas shipment of the property that serviceability and appearance of the property to be shipped or transferred shall not reflect unfavorably on the image of the United States.
- Advising the USAID Mission in which the excess property will be located, or Embassy where there is no USAID Mission, when items are received by the intended end user.
- Providing a full accounting of all excess property transferred to each end user organization; providing a listing that includes a description of each item transferred, and advising USAID when items are received by the intended end user.

Section III – Review Process and Selection Criteria

A. Review Process

To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria. Applications will be evaluated in accordance with the selection criteria set forth below. Applications must follow the application format and contain the information indicated in Section II B of this announcement.

All applications that meet the eligibility and program requirements, and adhere to the format instructions, will be reviewed. The Review Panel will be composed of ODP staff and other staff from USAID offices with related interests and appropriate expertise. Selection will be based on the ranking of proposals according to the selection criteria identified below.

B. Selection Criteria

1. Executive Summary (5 points)
2. Overview of the Applicant (10 points)
3. Program Description (60 total points)
 - Situational Analysis and Rationale for ODP/PVC Support (10 Points)
 - Program Objectives (40 points)
 - Description of Objectives (10 points)

- Linkage to agency priorities (20 points)
 - How excess property will enhance humanitarian relief and/or long-term development objectives (10 points)
- Partnership Details (10 points)
- 4. Program Management and Structure (25 total points)
 - Organizational Structure (10 points)
 - Receiving and In-Country Transfer System (10 points)
 - Contingency and Security Planning (5 points)